

**PDF/UA (Universal Accessibility) Working Group
Draft Meeting Agenda**

**January 30, 2005
2:00 P.M. – 4:00 P.M. EST**

**AIIM Headquarters
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910
<http://www.aiim.org>**

Conference Call Information
International Dial-in: +1-303-928-2600
U.S. Dial-in: 1-888-742-8686
Conference ID: 7083945

Monday, January 30, 2006

2:00 – 2:03	Roll Call	Johnson
2:03 – 2:08	Approval of Agenda, January 30, 2006	PDF-UA 2006-102
2:08 – 2:10	Approval of Minutes, January 10, 2005	PDF-UA 2006-101
2:10 – 2:12	Report on previous meetings Action Items	Johnson
2:12 – 2:15	Introductions – Guest Speaker: Steve Ferg	Johnson
2:15 – 2:25	Brief Q&A on table elements and attributes to clear up any remaining confusion	
2:25 – 2:40	Remarks by Guest Speaker	Ferg
2:40 – 3:30	Review sample tables, debate issues presented and propose solutions	
3:30 – 3:45	Summarize conclusions	
3:45 – 3:55	Create and assign new action items specific to the conclusions developed	
3:55 – 4:00	Wrap up and schedule next meeting	Johnson